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23 August 1961

MEMORANDUM FOR: AD/CR

SUBJECT : Candidates for Position of Senior Coder/Indexing Section/
Document Division, GS-11, Slot 1294 (2 Vacancies)

1. All candidates are Document Analysts engaged in indexing for the Intellofax System. They vary greatly in time in the Agency and time in grade.

25X1A9a a. [REDACTED] EOD 1951, GS-9 since 1956, has had experience in Graphics Register and in the Analysis Branch.

25X1A9a b. [REDACTED] EOD 1950, GS-9 since 1958, has worked for various offices in CIA in a secretarial/administrative capacity.

25X1A9a c. [REDACTED] EOD 1956, GS-8 since 1960, worked for Office of Communications prior to Analysis Branch assignment.

25X1A9a d. [REDACTED], EOD 1958, GS-9 since April 1961.

25X1A9a e. [REDACTED] EOD 1954, GS-9 since 1956.

25X1A9a f. [REDACTED] EOD 1960, GS-7 since April 1961.

25X1A9a 2. Of the six candidates, only [REDACTED] is considered to have the necessary qualifications. She has long competent experience with the Intellofax System. She displays mature judgment and initiative in her coding and as a rotating member of the Intellofax Reference Group. She was #2 choice for Dictionary Editor in April 1961 and would be #1 choice for this same vacancy which exists again but it is felt that her services are more needed as a Senior in the Indexing Section. [REDACTED] has had a small amount of supervisory experience in the [REDACTED] (prior to reorganization of November 1960) when she took over the duties of the Senior Coder during his absence.

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3. The above choice will fill only one of the GS-11 Senior Coder vacancies. It is planned to keep the vacancy open and to rotate some of these candidates as well as other members of the Branch to determine if they possess supervisory qualities.

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25X1A9a a. [REDACTED] has high potential. She is, however, too inexperienced for supervisory duties.

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b. [REDACTED] and [REDACTED] have never displayed any unusual amount of initiative or "spark."

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c. [REDACTED] intellectual and analytical capabilities are high. It is very questionable whether she possesses or can demonstrate the working traits expected of a supervisor.

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d. There are reservations as to [REDACTED] organizational ability. She is a mature, conscientious, and sincere worker who at times pays too much attention to detail.

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4. It is, therefore, recommended that [REDACTED] be selected for one of the GS-11, Senior Coder vacancies and that the other slot remain open for an extended period.

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[REDACTED]
Chief, Document Division

cc: Administrative Staff

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[REDACTED] :ljv 23 August 1961

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